Nonpublic High School Completer Report

INSTRUCTIONS

Nebraska Department of Education
Data Research and Evaluation
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509-4987
NDE Helpdesk (402) 471-3151 or 1-888-285-0556

These instructions were last updated: March 19, 2015

DUE DATE
Due Date: June 15, 2015
Audit Window Close Date: June 30, 2015

SCOPE
This collection is for Nonpublic systems that have the potential of serving students in grade 12 and is located under the Data Collections tab – Consolidated Data Collections in the NDE Portal. Activation code of “General” is required to enter this collection. Students are reported by type of completion and by gender and race.

COMPLETION
This data collection is intended to be completed at the system level (superintendent or principal’s office). A printed copy of this report does not need to be sent to the Nebraska Department of Education but a copy should be printed for your files. By clicking the “Mark Complete” button you are submitting your data and assuring that it is a true and accurate report. Click on the “Finished” button to return to the collection main page.

DIRECTIONS FOR COMPLETING THE ONLINE SUBMISSION

Select Nonpublic High School Completer Report and click on the Click to Complete Form button.

1. The grid is pre-populated with zeros and if the system has no completers for the selected school year (listed at the top), click on the Mark Complete button and then click on Finished. This will return you to the collection main page. Click on Submit and Approve.
2. If the system has completers to report for the selected school year, click on the Click to Complete Form button.
3. Enter data into the appropriate gender/race categories and type of completer. Click on the link to Ethnicity Definitions Help Screen (at the top of the page) for a complete description of the abbreviated column headings for both the Type of Completer and the Race/Ethnicity. Also, see hint (above the grid): hover over the column headings to get a brief description.

4. Click on the Update button to save the data that has been entered.

5. When data entry has been completed, click on the Mark Complete button (Note: INCOMPLETE, changes to COMPLETE). Click the Finished button to return to the collection main page.

6. Click on View/Print Summary Report to print a copy for your file.

7. After viewing/printing report, click on Collection Main Page button to return to the Collection Main Page.

SUBMISSION
After you have completed entering data and have marked the collection complete, click on the SUBMIT button, this will indicate that the collection is ready to be reviewed by your System Administrator.

When the System Administrator has reviewed the data and determines it to be correct, the System Administrator will click on the APPROVE button to submit the data to NDE.

Once the collection has been approved, you will no longer be able to make changes to this collection. If changes are necessary after approval, please contact the NDE Helpdesk to re-open the collection. The collection can only be re-opened prior to the Audit Window Close Date.

NOTE: Only the person who is designated with the appropriate activation code as System Administrator for the Nonpublic High School Completer collection in the CDC will see the APPROVE button in the box below the SUBMIT button. The System Administrator can submit and approve the collection.

DEFINITIONS and EXAMPLES

Completers:
All school systems must apply a uniform definition to ensure comparable and consistent data statewide. The following are standard completer definitions for all state and federal reporting.

School Year:
A school year is defined as the 12-month period of time beginning with the normal opening of school in the fall.

Membership:
Membership is as of the last Friday in September, the count of students on the current roll of the system which actually provided more than 50 percent of the students instruction. A student may be carried on the roll of only one school system at a time.

Completer:
A student who graduated from high school or completed an approved education program and received formal recognition from local school system authorities.

High school completers should be reported under the Type of Completer: RD = Regular Diploma; OC = Other Completer.

SECTION I: CLASS OF 2015

Report all students who completed the normal course of study for high school. Report both regular diploma recipients and other high school completers.

In the past 5th, 6th and 7th year completers were reported in separate categories. Be sure to include them in regular diploma recipients or other high school completers if appropriate.

煸 Diploma Recipient:

An individual who received a regular diploma during the previous school year and subsequent summer school.

➢ Includes System Approved Alternative Programs.

➢ Diploma Recipient is the only category NDE uses to calculate graduation rates.

➢ Special Education Students: Special Education students can be reported in either completion category depending on language contained in the students Individual Education Program (IEP).

Please Note: This does not include persons receiving a diploma of high school equivalency. GED’s are not counted as high school completers in this system.
Other High School Completer:

An individual who received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer school.

- Other High School Completers are not used in calculating the graduation rate.

- This category does not include persons receiving a diploma of high school equivalency from the state. GED recipients are not counted as high school completers.

Please Note: A student must be officially withdrawn from membership in order to take the GED tests. If your board formally recognizes GED recipients (i.e., a school system awards a local high school diploma based on a student's successful completion of the GED tests), they should be reported under the "Other High School Completer" category.

<table>
<thead>
<tr>
<th>Example #1</th>
<th>Where to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul is a 12th grader in the Fall of 2013. He attends school, but does not have enough credits to graduate, but he does complete the school year. He does not return in the Fall of 2014. Paul did not receive a diploma or any other certificate.</td>
<td>Paul is not reported as a completer on this form because he left school without meeting the requirements for a completion credential. Paul is reported as a dropout for the 2014-2015 school year because he left school without completing the requirements for graduation and did not return in the Fall of 2014.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example #2</th>
<th>Where to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary went through graduating ceremonies with her Class of 2014 (school year of 2013-2014). She received a Certificate of Attendance. Mary returns to school for the next school year (2014-2015), however she still does not complete and does not return for another year.</td>
<td>Mary is reported as an &quot;Other High School Completer&quot; for the school year 2013-2014 (Class of 2014) Mary is not counted as a Diploma Recipient for 2014-2015. Mary is not reported as a dropout for 2014-2015, as she received a Certificate of Attendance the year prior.</td>
</tr>
<tr>
<td>Example #3</td>
<td>Where to Report</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Randy has been in 12\textsuperscript{th} grade for three years and is</td>
<td>Randy is \textbf{not} reported as a Diploma Recipient or Other</td>
</tr>
<tr>
<td>now 21 and cannot return to school in the Fall of 2014 due to his age.</td>
<td>High School Completer.</td>
</tr>
<tr>
<td>He did not receive a diploma or any other certificate.</td>
<td></td>
</tr>
</tbody>
</table>
# APPENDIX A

## CODE DESCRIPTIONS:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI</td>
<td>Hispanic</td>
<td>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. If a person is Hispanic they should always be reported in this category (even if they have another race).</td>
</tr>
<tr>
<td>MU</td>
<td>Multi</td>
<td>A person that is not Hispanic, but has more than one race.</td>
</tr>
<tr>
<td>AM</td>
<td>American Indian/Alaska Native</td>
<td>A person that is not Hispanic, having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.</td>
</tr>
<tr>
<td>AS</td>
<td>Asian</td>
<td>A person that is not Hispanic, having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.</td>
</tr>
<tr>
<td>BL</td>
<td>Black or African American</td>
<td>A person that is not Hispanic, having origins in any of the black racial groups of Africa.</td>
</tr>
<tr>
<td>PI</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>A person that is not Hispanic, having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.</td>
</tr>
<tr>
<td>WH</td>
<td>White</td>
<td>A person that is not Hispanic, having origins in any of the original peoples of Europe, the Middle East or North Africa.</td>
</tr>
</tbody>
</table>

If you have any questions regarding reporting under the new Race and Ethnicity categories, please refer to the publications NDE has provided at [http://www.education.ne.gov/nssrs/Resources.html](http://www.education.ne.gov/nssrs/Resources.html) under Student Related Information, Race/Ethnicity.
ETHNICITY/GENDER CODES:

FAM – Female American Indian/Alaska Native
MAM – Male American Indian/Alaska Native
FAS – Female Asian
MAS – Male Asian
FBL – Female Black or African American
MBL – Male Black or African American
FHI – Female Hispanic
MHI – Male Hispanic
FPI – Female Native Hawaiian or Other Pacific Islander
MPI – Male Native Hawaiian or Other Pacific Islander
FWH – Female White
MWH – Male White
FMU – Female Multi-Race
MMU – Male Multi-Race

COMPLETER TYPE CODES:

RD – Regular Diploma
OC – Other Completer